

# MANAGEMENT NOTICE

## American Embassy Ouagadougou

**TO:** All State Department Personnel and Heads of Other Agencies

**NUMBER:** 107/2011

**DATE:** September 15, 2011

**SUBJECT:** VACANCY ANNOUNCEMENT

**NOTE:** All applicants who are not Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** CHAUFFEUR– FSN-03 – FP\*-BB

**OPENING DATE:** September 15, 2011

**CLOSING DATE:** September 29, 2011

**POSITION NUMBER:** PSA 100677

**WORK HOURS:** Full-time

**SALARY:** \*Not-Ordinarily Resident (NOR)  
(**Position Grade:** FP-BB will be confirmed by Washington)

The U.S. Embassy in Ouagadougou is seeking qualified candidates for employment for the position of **Chauffeur**.

This position is located in the General Services Office. The incumbent serves as a Chauffeur in the Defense Attaché Office (DAO) section. Supervision is provided by the DAO Operations Coordinator and overall supervision is by the Defense Attaché.

### Basic Function of Position

Drives all DAO owned/leased motor vehicles to transport personnel and materials to and from destinations in Ouagadougou, other towns in Burkina Faso, and other West-African countries, as assigned by the Defense Attaché, or anyone authorized and designated by the Defense Attaché.

A copy of the complete position description listing all duties and responsibilities is available on the Embassy website, follow the link <http://ouagadougou.usembassy.gov/jobs.html>

and in the Human Resources Office. Send an email to the HRO mailbox at **hroouaga@state.gov** to request a copy or contact Ext: 5616. in the Human Resources Office to get a copy.

### **Required Qualifications:**

***NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.***

- Education: Completion of primary school education is required.
- Work Experience: Three years of public or commercial driving experience.
- Language Proficiency: Level II (limited knowledge) reading and speaking French is required. Level III (good working knowledge) reading and speaking English is required.  
**English language skills will be tested.**  
Level II (limited knowledge) speaking one local language
- Knowledge: Local and international traffic regulations. Knowledge of Burkina towns and villages and best routes to reach such locations.
- Skills and Abilities: Ability to drive all Mission vehicles to include Sedans, buses, trucks, pick-ups, automatic and manual transmission gears and has the ability to drive the fork-lift and the usage of vehicle wrench. Must possess a valid local driving license. **A driving test will be conducted.**

### **Selection Criteria**

When equally qualified US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **Additional Selection Criteria**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **To Apply**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **and**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other required documentation/attachments (e.g., photocopies of essays, attestations/certificates of work, service, trainings, diplomas, degrees, awards earned) that address the qualification requirements of the position as listed above.

**Submit application to:**

U.S. Embassy Ouagadougou  
Attn: Human Resources Office  
01 B.P. 35 Ouagadougou 01  
Burkina Faso

**POINT OF CONTACT**

**E-mail:** [hroouaga@state.gov](mailto:hroouaga@state.gov)  
**Phone:** (226) 50-49-53-00 Ext. 5616  
**Fax:** (226) 50-49-56-28

**Note:**

-Applicants should retain original copies of all documentation which accompanies their applications for their records.

-All applications need to be submitted in English.

-Applications that are not completed in English will not be considered.

-All applications received after the deadline will not be considered

-This present advertisement for chauffeur supersedes the advertisement number 103/2011.

-Prior applications submitted in response to the advertisement number 103/2011 will be considered.

-Candidates who apply for the Chauffeur position in response to the advertisement number 103/2011 should refrain from applying a second time.

**CLOSING DATE FOR THIS POSITION: SEPTEMBER 29, 2011 12:30 P.M.**

**The U.S. Mission in Ouagadougou provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

## **DEFINITIONS**

1. *AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:*

--US citizen;

--Spouse or child who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.

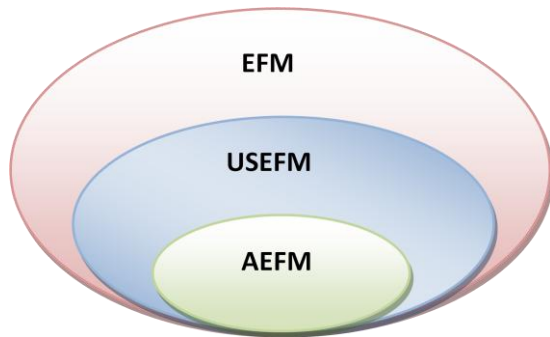
2. EFM: Family Members of at least 18 years of age and listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

Drafted by: HR Assistant EToe\_\_\_\_\_

Cleared by: HRO: CAFagan /s/CAF - DAT T BDCrockett\_\_\_\_\_

## ***Appendix A***

### ***DEFINITIONS***



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Distribution: All EFM